



## REZONING APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Today's Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

1)	Property Address				
	City		State		Zip

2)	Property Owner's Name				
	Mailing Address				
	City		State		Zip
	Contact Phone		Fax Number		
	Cell Phone		E-mail		

3)	Petitioner's Name				
	Mailing Address				
	City		State		Zip
	Contact Phone		Fax Number		
	Cell Phone		E-mail		

4)	Agent's Name				
	Mailing Address				
	City		State		Zip
	Contact Phone		Fax Number		
	Cell Phone		E-mail		

5)	Property is generally located near the following streets:				
	Size of subject property		+/- Acres		+/- Sq. Feet
	Existing Zoning				
	Present use of property				
	Proposed use of property				

6)	Number of existing structures on property and their present use is:				
	Present Use Structure #1				
	Present Use Structure #2				
	Present Use Structure #3				

7)	Utilities: Property is serviced by -				
	Central Sewer		Central Water		
	Septic System		Well Water		
	Is the property within 1,000 ft. of a central sewer system?			Yes	No
	Is the property within 1,000 ft. of a central water system?			Yes	No

  

8)	The reason or basis for this request:				

  

9)	Any previous applications filed within last 12 months of subject property?		Yes		No	
	If yes, describe nature of previous request:					

  

10)	State the <u>exact legal description</u> of the property to be subdivided. (Copy of Warranty Deed or Tax Receipt showing ownership must be submitted with application)					
	Section		Township		Range	
	Alternate Key #					

**PROPERTY OWNER MUST SIGN AFFIDAVIT.  
WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

\_\_\_\_\_  
PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_.

Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_

Type of Identification  
Produced \_\_\_\_\_

\_\_\_\_\_  
AGENT'S SIGNATURE

Sworn to (or affirmed) and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_.

Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_

Type of Identification  
Produced \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
NOTARY SEAL

\_\_\_\_\_  
NOTARY SEAL

## PROPERTY OWNER & AGENT AFFIDAVIT\*

DATE: \_\_\_\_\_

Before me, the undersigned authority personally appeared \_\_\_\_\_ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. The said authority desires a REZONING from \_\_\_\_\_ to \_\_\_\_\_.
3. That said authority (property owner) has appointed \_\_\_\_\_ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
  - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
  - B. That the submittal requirements for the application have been completed and attached hereto as part of that application.
  - C. That the REZONING sign will be posted, in accordance with Section 25-93 (c) of the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting date at which the case will be considered by the Planning & Zoning Commission and will remain posted until final determination by the City Commission.

**PROPERTY OWNER MUST SIGN AFFIDAVIT.  
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\_\_\_\_\_  
PROPERTY OWNERS' SIGNATURE

\_\_\_\_\_  
AGENT'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

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by \_\_\_\_\_.

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Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_

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Type of Identification  
Produced \_\_\_\_\_

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\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
NOTARY SEAL

\_\_\_\_\_  
NOTARY SEAL

## CHECKLIST FOR REZONING APPLICATION COMPLETION

The following information is required to be submitted when applying for REZONING:

1. \_\_\_\_\_ Filing Fee - \$850.00 (please make check payable to CITY OF LEESBURG).
2. \_\_\_\_\_ General application form (pg. 1 & 2).
3. \_\_\_\_\_ Authorization for property owner/agent representation (pg. 3).
4. \_\_\_\_\_ Copy of recorded Warranty Deed showing who the current fee simple titleholders (property owners) are. (Tax receipt is not acceptable).
5. \_\_\_\_\_ Map showing general location of the site.
6. \_\_\_\_\_ A legal description of the specific property in PDF format..

### PROCEDURES:

1. Proposed use of property must be assessed to determine if there will be an increase in demand on the water or wastewater systems before submittal of the application. Any increase in demand on the water or wastewater systems will be subject to impact fees.
2. Application shall be submitted to the Leesburg Planning & Zoning Division. Contact the Planning & Zoning Division (352-728-9760) for deadline dates.
3. Upon receipt of a COMPLETE & CORRECT application, the Planning & Zoning Division shall proceed with the request for a public hearing in accordance with the following:
  - A. The owners of all property lying within two hundred (200) feet of the property shall be notified by certified/return receipt mail.
  - B. A legal advertisement shall be published two (2) times in a local newspaper before the meeting.
4. A sign will be posted by the Leesburg Planning & Zoning Division, on the site and in plain view of the public, at least ten (10) days before the public hearing.

**NOTE:** In cases where the sign has not been properly posted, the Planning & Zoning Commission may postpone the application.

5. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.
6. The property owner or authorized agent (authorization must be on file at Leesburg Planning & Zoning Division) must attend the Planning & Zoning Commission meeting and, at least, the first City Commission meeting.